

**Title IV-E Foster Care Eligibility  
On-Site Review Instrument**  
(Without Instructions)

NON-ERROR CASE: \_\_\_\_\_

ERROR CASE: \_\_\_\_\_

[March 2006 Version]

Underpayments: YES \_\_\_\_\_ NO \_\_\_\_\_

Ineligible Payments: YES \_\_\_\_\_ NO \_\_\_\_\_

**Each question must be answered.** If the question is not applicable, check "N/A" and indicate the reason the question does not apply to the sample case. A question where the "N/A" box is shaded must be answered "yes" or "no". Boxes outlined in **bold** indicate **potential case errors** or **ineligible payments**. Review the instructions for each question for an explanation of how to answer it. The reviewer must verify every eligibility factor and document his/her decisions on the form for each sample case. The form may be annotated with information regarding eligibility and payments. To record additional foster care placements during the period under review (PUR) and data concerning improper payments, the "Licensing/Safety Checklist for Multiple Placements" and "Improper Payment Chart" are appended, respectively. All statutory citations refer to the applicable section of the Social Security Act (the Act). The review instrument is to be completed for the most recent foster care episode. For multiple foster care entries during the PUR, an instrument is completed for each entry. Use pencil and print legibly.

["X" prefix indicates information in this field is confidential and will not be disclosed for any purpose outside of the review].

Sample review period (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Record the begin date and end date of the 6-month sample PUR. This 6-month timeframe corresponds to the Adoption and Foster Care Analysis and Reporting System (AFCARS) period from which the sample was drawn.

1. State Postal Code and Random Sample Selection Number: \_\_\_\_\_

2. Case ID: \_\_\_\_\_

3. County or Local Office: \_\_\_\_\_

4. Review Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Reviewed By: \_\_\_\_\_

**A. CHILD INFORMATION**

X1. Child's Name: \_\_\_\_\_

6. Child's Date of Birth: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Child's Age as of First Day of Period Under Review: \_\_\_\_\_

**B. RELEVANT DATES (may precede PUR)**

8. Has there been a valid removal of the child from the home during the most recent foster care episode? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Removal date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

9. Date child entered foster care: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**C. REMOVAL PURSUANT TO A COURT ORDER**

10. Is the child's removal the result of a court order? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

11. Is there a judicial finding of *Contrary to the Welfare*? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

11(a). If the child is removed from the home before March 27, 2000, is the *Contrary to the Welfare* finding stated in a court order issued within 6 months of the child's removal? Or is there a removal petition filed within 6 months of the child's removal that results in a judicial finding of *contrary to the welfare*? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Judicial finding date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Removal Petition date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

11(b). If the child is removed from the home on or after March 27, 2000, is the *Contrary to the Welfare* finding stated in the removal court order? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Judicial finding date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

11 (c). Is the requirement for a judicial finding of *Contrary to the Welfare* met? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

11(d). Are title IV-E funds claimed before the month that the *Contrary to the Welfare* requirement is met? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

12. Is there a judicial finding of *Reasonable Efforts to Prevent Removal* Or *Reasonable Efforts to Reunify Child and Family*? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

12(a). If the child was removed from the home before March 27, 2000, what is the date of the judicial finding regarding reasonable efforts? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Reasonable efforts to prevent removal date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Reasonable efforts to reunify date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

**C. REMOVAL PURSUANT TO A COURT ORDER** *Continued*

12(b). If the child was removed from the home on or after March 27, 2000,  
was the judicial finding of *Reasonable Efforts to Prevent Removal* within 60 days of the child's removal? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Judicial finding date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

12(c). Is the requirement for judicial finding of *Reasonable Efforts to Prevent Removal* or *Reasonable Efforts to Reunify Child and Family* met? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

12(d). Are title IV-E funds claimed before the month of the judicial finding of *Reasonable Efforts to Prevent Removal* or *Reasonable Efforts to Reunify Child and Family*? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

*Comments:*

**D. VOLUNTARY PLACEMENT**

13. Is the child's removal pursuant to a voluntary placement agreement? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

14. Is the voluntary placement agreement signed by the parent or legal guardian and the State agency? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Voluntary placement agreement date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

15..Is there a judicial determination regarding the child's Best Interest Within 180 days of the placement through a voluntary placement agreement? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

Judicial finding date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

15(a). If "no" are title IV-E funds claimed for the period of ineligibility? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

*Comments:*

**E. ONGOING JUDICIAL ACTIVITY (Reasonable Efforts to Finalize the Permanency Plan)**  
**Applicable to Court-Ordered Removals Only**

**Periodicity Chart for Judicial Determinations of Reasonable Efforts to Finalize the Permanency Plan**

**Date Removed:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Refer to Question 8)

**Date Entered Foster Care:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Refer to Question 9)

Judicial Determination	Date Due	Date Made	Is it Timely? (YES or NO)

**16..Has the child been in foster care 12 months or more before the end of  
 The PUR?**

**Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**16(a). If Question 16 is “yes”, what is the date of the most recent  
 judicial determination of Reasonable Efforts to Finalize  
 made before PUR?**

**Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

(MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**16(b). What is the due date of the subsequent judicial determination  
 that encompasses the PUR?**

**Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

(MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**16(c). What is the date that the judicial determination is made?**

**Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

(MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**16(d). Is the judicial determination of Reasonable Efforts to Finalize  
 timely?**

**Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**16(e). If Question 16d is “no”, are there ineligible title IV-E funds  
 that were claimed as a result of the untimely judicial  
 determination?**

**Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**Comments:**

**F. AFDC (Aid to Families with Dependent Children) ELIGIBILITY**

17. Was the child removed from the home of a specified relative? Yes \_\_\_ No \_\_\_ N/A \_\_\_

18. Did the child live with the specified relative within 6 month of removal? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Last lived with date: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_/

19. Was the child living with and removed from the same specified relative? Yes \_\_\_ No \_\_\_ N/A \_\_\_

20...Did the State determine the child's AFDC eligibility based on the specified relative's home for the month the voluntary placement agreement was entered into or the removal petition was filed? Yes \_\_\_ No \_\_\_ N/A \_\_\_

20(a). Was financial need established? Yes \_\_\_ No \_\_\_ N/A \_\_\_

20(b). Was deprivation of parental support or care established? Yes \_\_\_ No \_\_\_ N/A \_\_\_

21...Is the child 18 years or older at the time of removal or at any point during the PUR? Yes \_\_\_ No \_\_\_ N/A \_\_\_

21(a). Has the State agency exercised the school attendance option? Yes \_\_\_ No \_\_\_ N/A \_\_\_

21(b). Is the youth a full-time student in a secondary or it's equivalent? Yes \_\_\_ No \_\_\_ N/A \_\_\_

21(c). Is the youth expected to graduate before his/her 19<sup>th</sup> birthday? Yes \_\_\_ No \_\_\_ N/A \_\_\_

22...If the child did not meet AFDC requirements for initial eligibility, are title IV-E funds claimed for the period of ineligibility? Yes \_\_\_ No \_\_\_ N/A \_\_\_

23...Is the child's eligibility for AFDC re-determined? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Re-determination period (MM/YY): from \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_  
from \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

23(a). Has financial need existed throughout the PUR? Yes \_\_\_ No \_\_\_ N/A \_\_\_

23(b). Has deprivation exist throughout the PUR? Yes \_\_\_ No \_\_\_ N/A \_\_\_

23(c). If "no" are title IV-E funds claimed for the period of ineligibility? Yes \_\_\_ No \_\_\_ N/A \_\_\_

*Comments:*

**G. STATE AGENCY RESPONSIBILITY FOR PLACEMENT/CARE**

24...For The entire time that the child is in an out-of-home placement during the period under review, does the title IV-E agency (or public agency with a title IV-E agreement) maintain responsibility for the placement and care of the child?

Yes ☐ No ☐ N/A ☐

25...If 'no', were title IV-E funds claimed for the period of time that the title IV-E agency (or public agency with a title IV-E agreement) *did not* have responsibility for the placement and care of the child?

Yes ☐ No ☐ N/A ☐

26...Agency Name: \_\_\_\_\_

**H. PLACEMENT IN LICENSED FOSTER CARE FACILITY**

X2. Provider Name: \_\_\_\_\_

X3. Provider Street Address: \_\_\_\_\_

X4. Provider City: \_\_\_\_\_ X5. Provider State: \_\_\_\_\_

27...Date(s) of child's placement in this foster care facility (MM/DD/YY)

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

28...Type of foster care facility: ☐ FFH ☐ GH ☐ Public Institution ☐ PNP/FP Institution  
☐ Other

29...Is this foster care provider *fully* licensed during the child's placement that falls within the PUR?

Yes ☐ No ☐ N/A ☐

Licensure period (MM/DD/YY): from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

29(a). If "no", are title IV-E funds claimed for the period that the for care provider is not *fully* licensed?

Yes ☐ No ☐ N/A ☐

30...Are title IV-E funds claimed before the month in which the foster care provider is fully licensed?

Yes ☐ No ☐ N/A ☐

*Comments:*

**I. SAFETY REQUIREMENTS OF PROVIDER**

31...If the placement is a foster family home, has the State “opted out” of the criminal records check requirement for prospective foster family homes? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

31(a). If the State has not “opted out”, is a criminal records check completed satisfactorily on the prospective foster parent? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

31(b). If the State has “opted out,” are safety considerations addressed satisfactorily for the prospective parent? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

32...If the placement is a childcare institution, are safety considerations addressed satisfactorily for the caretaker staff of the institution? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

33...If “no,” are title funds claimed for the period of ineligibility in which the safety requirement is not satisfied for the foster care provider? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

34...Are title IV-E funds claimed *before* the month in which the safety requirements are met for the foster care provider? **Yes** \_\_\_\_ **No** \_\_\_\_ **N/A** \_\_\_\_

**CASE REVIEW FINDINGS**

**Underpayment:** *Occurs when IV-E maintenance payment or administrative cost is not claimed, but may be claimed, for an allowable IV-E activity or period of eligibility.*

**Non-Error Case with Ineligible Payment:** *Occurs when the only IV-E payment for a maintenance or administrative cost is made for an ineligible child outside the PUR.*

**Error Case:** *Occurs when IV-E payment for maintenance or administrative cost is made for an ineligible child at any time during the PUR.*

*Comments:*
